

Section III:

Advisory Committees



Advisory Committees

Overview

A local advisory committee is a group of people from the workforce whose purpose is to assist and advise educators on establishing, maintaining, and improving CTE programs, which prepare all students for their chosen career pathway.

The purpose of the advisory committee is to assist a CTE program for which the committee member was selected to serve. Assistance is given to the instructor and/or students through discussions, investigations, interactions, promotions, and recommendations. An effective advisory committee fulfills its primary purpose by providing ongoing evaluation, consultation, and research on programs and curriculum. The committee also serves as a resource regarding new and current technologies being used in the work place. The advisory committee must operate under published, reviewed policies and procedures including an up-to-date constitution and bylaws.

The term **“advisory”** means to **help** and to **assist** rather than to administer or to establish policy. The teacher uses recommendations made by the committee to design, develop, operate, assess, and support the CTE program.

The school corporation shall insure that an advisory committee is organized and functioning with meetings conducted each school year: 1) for the total vocational program in the school corporation; and, 2) for each vocational program within the school corporation. [511 IAC 8-2-7](#)

Benefits

Effective use of the advisory committee can provide benefits not only to the instructional program, student, and teacher but also to schools, community, business, industry, and labor. These benefits include:

- Community gains a better understanding of the CTE program through the involvement of committee members with the educational program.
- Relevant program reflects the needs of the community.
- Committee members assist teachers in updating knowledge and skills by sharing new ideas and information.
- Employability of students in the community is enhanced.
- Sites are established for training, job placement, and community and on-the-job mentors.
- Community develops a greater sense of responsibility toward education.
- Experiences are provided that allow students to obtain knowledge and develop skills that meet industry requirements.
- Representatives from business-industry-labor come in contact with individuals who are potential employees and who use their products and services.

Advisory Committee Membership

- The committee should include a minimum of five (5) members from business, industry, and labor selected by the teacher-coordinator. Additional members may include teacher/coordinator, guidance counselor, administrator, parent/guardian, etc. However, the additional members may not be included as the minimum of five from business, industry, and labor. The additional members should constitute less than 50 percent of the total committee members.

- The committee should include target groups such as employers, employees, representatives of consumers' interests, former students, advocates for students or persons with disabilities, guidance counselors, and a parent/guardian, with both genders and minorities represented.
- Members may be appointed for a one-year term or multi-years up to three, with one-third being replaced each year. Members may be re-appointed for an additional three-year term if appropriate.
- The chairperson, vice-chair, and secretary are elected by a vote of the committee members. These positions should be filled by the business, industry, and labor members and not by the teacher-coordinator.

Roles Of Advisory Committee Members And Officers

Committee Chairperson:

The chairperson will be elected directly into the position, or the vice chair may be elected to serve as the next chairperson. The chairperson will be a representative from business, industry, or labor and be sensitive to the views of the members as well as maintaining a focus on the CTE program objectives. In addition, he/she should act as the liaison between the school and the community and maintain a close working relationship with members of the committee, including the teacher/coordinator.

Recommended responsibilities include:

- Representatives from business, industry, and/or labor come in contact with individuals who are potential employees and who use their products and services.
- Plan the meeting agenda in cooperation with the teacher/coordinator
- Establish meeting dates
- Preside over all meetings, leading discussions, and bring closure on key points
- Plan committee activities and provide sufficient background information when needed
- Appoint special committees as the need arises, which may include persons other than committee members
- Arrange for special presentations
- Maintain personal contacts with other advisory committee members and school personnel

The chairperson should avoid:

- Acting as the final authority on all subjects
- Putting pressure on the group to agree with his/her own personal views
- Chairing subcommittees
- Discussing questions or issues that are not relevant to the purpose of the committee

Committee Vice-Chairperson:

The vice-chairperson is elected by the committee to work closely with the chairperson and be ready to take over the duties of the chairperson in his/her absence. The vice chair may be elected to serve as the next chairperson following a set time as vice chairperson.

Recommended responsibilities include:

- Perform specific tasks assigned by the chairperson
- Remain informed of all aspects of the committee
- Serve as the leader for many of the committee's activities

Secretary:

The secretary is elected by the committee and maintains a close relationship with the chairperson and teacher/coordinator.

The responsibilities of the secretary are:

- Notify members and guests of meeting time/location
- Take minutes at each meeting and prepare them for distribution
- Keep a record of attendance of all committee members
- Obtain signatures of the secretary, the chairperson, and the teacher/coordinator for all meeting minutes
- Send copies of the minutes to the Director of CTE and the teacher/coordinator for their files.
- Distribute minutes of Committee meetings and copies of other Committee documents to committee members
- Maintain a permanent record file of Advisory Committee activities

Committee Members:

- Be an active participant of the group
- Serve as a liaison between the CTE program and community
- Bring new ideas and opinions to committee discussions
- Serve on special committees as the need arises

Teacher/Coordinator:

The teacher/coordinator serves as a liaison among the CTE program, advisory committee, community, and school. He/she assists the committee officers as needed and helps to establish a program of work for the year.

The responsibilities of the teacher/coordinator are:

- Act as liaison between committee and administration
- Maintain committee focus on the CTE program or work and objectives
- Serve on special committees as the need arises
- Approve all announcements, notices, and other correspondence sent to committee members and school personnel
- Coordinate arrangements for meeting location
- Approve all correspondence sent to committee and administration
- Provide statistical information about the school and prepare progress reports
- Accompany the committee chairperson to visit school personnel and explain committee actions

Meetings

- The advisory committee will meet a minimum of 2-3 times annually but may meet as often as necessary to accomplish the program of work.
- Meetings are usually held at the school but may be held at any convenient location.
- All advisory committee members are to be notified about all meetings.
- Meetings should be scheduled at the convenience of the business, industry, and labor committee members and not school staff. Meetings may be held early morning for a breakfast or at any other time convenient to the business, industry, and labor advisory committee members.
- Meetings may not be held as individual telephone conversations or individual visits by the teacher-coordinator.

Minutes:

- The secretary should keep detailed minutes of the meeting.
- Minutes should be typed and distributed within two weeks of the meeting.
- Copies should be emailed to all committee members and appropriate school administrators including the Director of CTE.
- Minutes should be kept on file by teacher/coordinators for five years.
- The chairperson should prepare an agenda for the meeting outlining the topics to be discussed and notify members at least one (1) month in advance with a reminder one (1) week in advance. The teacher/coordinator should contact the chairperson to add any items to the meeting agenda.
- At the first meeting: The teacher/coordinator should explain the purpose of the advisory committee. A committee chairperson, vice-chairperson and secretary are elected.
- It is important to follow the agenda and time schedule.

Advisory Committee Activity Suggestions

Curriculum Development:

- Review curriculum materials for state-of-the-art content
- Identify content standards and performance expectations
- Identify employability skills
- Review textbooks and other instructional material
- Encourage project-based and/or problem-based learning in the classroom
- Assist with development and/or revision of career pathways, which are included as part of the 16 career clusters
- Provide suggestions for academic integration as it relates to the career pathway
- Review assessment practices
- Recommend possible occupational resources to strengthen classroom instruction
- Evaluate/Recommend realistic safety policies

Public Relations:

- Suggest effective media coverage
- Assist with CTE publicity
- Recognize outstanding CTE educators
- Recognize outstanding CTE students
- Support programs during public and special events

- Present to civic and community groups
- Provide classroom speakers from business and industry
- Provide tours and field trip experiences
- Secure additional funding and donations for materials, equipment, and professional development

Job Placement:

- Provide training opportunities for students
- Provide full and part-time employment opportunities to CTE graduates
- Coordinate potential employment opportunities with other employers
- Conduct occupational surveys and employment forecasts

Recruiting:

- Assist in recruiting new students
- Assist in recruiting new Advisory Committee members
- Assist in recruiting teachers

In-service Training:

- Provide summer internship experiences for teachers to encourage relevant instruction in the classroom
- Provide in-service activities for the teacher on new and emerging technologies and processes
- Provide training seminars for students on new and emerging technologies, processes, and employability skills
- Support departments in sending teachers to professional meetings and conferences

Leadership Activities:

- Judge competitive events developed by recognized CTSOs
- Gather contributions of equipment/supplies for the events and awards
- Sponsor and recognize student activities and leadership events

Legislative:

- Provide tours for legislators through the CTE training facilities
- Communicate with legislators about the benefits of CTE for students and the community, as well as program needs
- Stay current on new legislation

Program Evaluation:

- Review goals/objectives of the CTE program
- Examine outcomes relating to quality and quantity of graduates and job placement
- Participate on program evaluation teams
- Assure that program curriculum is up-to-date
- Assure that facilities, equipment, and technology are up-to-date

General Guidelines for Operation of an Advisory Committee

Do:

- Choose business, industry, and labor members who will play an active role
- Define the role of the members and review and revise frequently
- Develop [by-laws](#)
- Develop a [Program of Work](#)

- Create a plan to engage business, industry, and labor members as active participants of advisory committee and your cooperative education program
- Reach a consensus on matters brought before the committee
- Address recommendations promptly and report actions at next meeting
- Recognize contributions of all members

Do Not:

- Have the committee serve as a “rubber stamp”
- Vote on school policy matters
- Ask for advice on matters requiring extensive investigation
- Ask the committee to make administrative decisions
- Ask the committee to resolve problems; request advice instead
- Phone for opinions rather than hold meetings

Sample of an Advisory Committee's Program of Work

The following sample outline might serve as a guide in developing an annual program of work. The committee as a whole should provide input into the development of the program of work. The program of work should take into account community time frames and events and should retain some flexibility for issues which arise throughout the year.

Month	Objective/Activity
Sept./Oct.	<p>The committee will be organized to function on a continuing basis.</p> <ul style="list-style-type: none"> • Develop organization and policies for operating the committee • Elect officers <p>The members of the committee will become familiar with the instructional program.</p> <ul style="list-style-type: none"> • Identify the existing goals of the program • Act as consultants • Review the program: <ul style="list-style-type: none"> ♦ tour/review of facilities and equipment ♦ current school and program enrollment ♦ related instruction (classroom component) ♦ co-op work sites (review, suggestions) ♦ career clusters/pathways ♦ CTSOs
Nov./Dec.	<p>The committee will assist with the development of short- and long-range goals for the program.</p> <ul style="list-style-type: none"> • Encourage communication among school, community, and economic development leaders • Update curriculum based on current employment trends • Strengthen adult and community education linkages • Determine long-range employment trends
Jan./Feb.	<p>The committee will assist with public relations and student leadership activities.</p> <ul style="list-style-type: none"> • Participate in national CTE Month activities • Gather information on current local employment needs and projections • Create an awareness of CTE programs and their value • Assist CTSOs in judging at the district and state competition • Assist students who need financial help in attending CTE state conferences
March/April/May	<p>The committee will prepare an annual report of the program of work and set goals for the next year.</p> <ul style="list-style-type: none"> • Review major activities and accomplishments for the current year • Conduct a program review • Set goals for next school year • Review graduate and placement statistics and services

Sample Agenda—First Meeting

1. Welcome and opening remarks by school personnel
2. Introduction of members
3. Purpose and role of the committee
4. Basic school information
5. The nature and objectives of the specific CTEI program
6. Organization of the committee
 - Selection of chairperson, vice chairperson, and secretary
 - Selection of dates and times for meetings
 - Appoint bylaw committee to establish bylaws
7. Tour program facility
8. Other Items to be addressed
9. Adjournment

Sample Agenda—Future Meetings

- I. Call to Order
- II. Approval of Minutes
- III. Old Business
- IV. Reports
- V. New Business
- VI. Plans for Next Meeting
- VII. Other Items
- VIII. Adjournment

Sample Format—Minutes

Date: _____ Place: _____ Time: _____

Members Present:

Members Absent:

Others Present:

Minutes:

The chairperson, (name), opened the meeting and called for the reading of the minutes of the previous meeting.

Old Business Items:

Special Reports:

New Business Items:

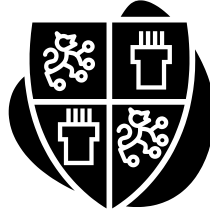
Plans for Next Meeting:

Other Items Discussed:

The meeting adjourned at _____.

Sample Letter

CAREER AND TECHNICAL EDUCATION DEPARTMENT



LINCOLN HIGH SCHOOL
EAST PARKWAY DRIVE
CAMBRIDGE CITY, INDIANA 47327

PHONE: 812-555-1212 EXT. 4000

September 1, 200_

Mr. David Clements
Tomay and Company, Inc.
1543 West School Street
Cambridge City, IN 47327

Dear Mr. Clements

You have been recommended as a possible candidate to serve on the Advisory Committee for the Interdisciplinary Cooperative Education Program at Lincoln High School.

This advisory committee meets 2-3 times each year for two hours in the morning or evening. The committee membership is listed on the enclosed sheet. Also enclosed is a Handbook for Advisory Committee Members. This booklet helps explain the purposes of an advisory committee and the responsibilities of an advisory committee member.

If you have any questions after reading through the enclosed materials, please call me. I will try to answer any questions you may have. Our first meeting is scheduled for Tuesday, September 29 at 7 p.m. in Room 11 at Lincoln High School.

I hope you will agree to serve on this advisory committee. I feel that you will be a great asset to the committee and that you have much to offer to the career and technical education program. Please contact me to confirm your interest in serving on our advisory committee.

Sincerely

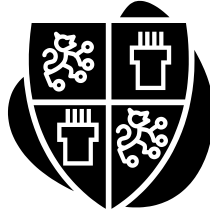
Sharon Blue

Sharon Blue
Department Chair

Enclosures

Sample Letter of Regular Advisory Committee Meeting

CAREER AND TECHNICAL EDUCATION DEPARTMENT



LINCOLN HIGH SCHOOL
EAST PARKWAY DRIVE
CAMBRIDGE CITY, INDIANA 47327

PHONE: 812-555-1212 EXT. 4000

January 15, 200_

Mr. David Clements
Tomay and Company, Inc.
1543 West School Street
Cambridge City, IN 47327

Dear Mr. Clements

The next meeting of the Lincoln High School Interdisciplinary Cooperative Education Program advisory committee will be Tuesday, February 5 at 7 p.m.

This meeting will be held in the Board of Directors Room at the Insurance Company of North America, 812 North Seventh Avenue, Richmond. Sarah Stone, assistant human relations director of INA, will be waiting for us at the North Seventh Avenue entrance at 6:45 p.m. Following a short business meeting, Sarah will give us a tour of their new wireless computer information center.

If you cannot attend this meeting, please notify me immediately.

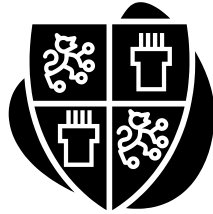
Sincerely

Sharon Blue

Sharon Blue
Department Chair

Sample Letter of Appreciation for Advisory Committee Service

CAREER AND TECHNICAL EDUCATION DEPARTMENT



LINCOLN HIGH SCHOOL
EAST PARKWAY DRIVE
CAMBRIDGE CITY, INDIANA 47327

PHONE: 812-555-1212 EXT. 4000

June 1, 200_

Mr. David Clements
Tomay and Company, Inc.
1543 West School Street
Cambridge City, IN 47327

Dear Mr. Clements

It has been such a pleasure working with you on the Lincoln High School Career and Technical Education Interdisciplinary Cooperative Education Program Advisory Committee this year. Thank you so much for all of your help.

We appreciated your ideas, expertise, and opinions on all the topics we discussed this year. Your involvement has greatly benefited the continuing development of our programs. The students and I are most grateful.

We hope that you will agree to continue serving on our advisory committee for next year.

Sincerely

Sharon Blue

Sharon Blue
Department Chair

Sample Advisory Committee Bylaws

By-Laws of the _____ High School
Cooperative Education Advisory Committee

Article I

Name

This group shall hereafter be known as the _____ High School Cooperative Education Advisory Committee.

Article II

Purpose

- Section 1. The purpose of this advisory committee is to advise, not to develop policy, and may include the following activities:
- Advise on revision or stated goals and objectives of the cooperative education program
 - Determine the needs of business, industry or labor which are directly related to the specific cooperative education program
 - Evaluate the program and review its relation to the career clusters/pathways
 - Help develop a program that better relates to the need of business, industry, and labor
 - Assist in those activities which will lead toward program improvement
 - Offer recommendations to improve the facilities, instructional materials and/or equipment
 - Evaluate annual progress made toward goals and stated objectives
 - Serve as a liaison among the school, the community and business, industry, and labor
 - Other responsibilities as specifically requested by the program and agreed upon by the committee.
- Section 2. This program advisory committee shall limit the scope of its recommendations to those businesses and industries directly related to the specific program it serves.

Article III

Membership

- Section 1. Members are selected by the program's teacher-coordinator and appointed to represent a cross section of business, industry, and labor served by the program.
- Section 2. The committee will/shall have five members from business, industry, and labor with additional members that may include teacher/coordinators, guidance counselor, administrator, parent/guardian, etc. Appointment of a business, industry, and labor advisory committee member shall be for three years except when the appointment is to fill an unexpired term; therefore, one-third of the total membership shall be appointed each year. The advisory committee will have a minimum of _____ members.

Section 3. The term of the new members will begin on July 1 of each year.

Section 4. The advisory committee may suggest names of prospective members to the teacher/coordinator.

Section 5. Although not members of the advisory committee, other selected officials and guests may be present at each meeting to receive the advice of the committee.

Section 6. The teacher/coordinator will be present at each meeting.

Article IV

Meetings

Section 1. Regular meetings of the advisory committee will be established by agreement of committee members and the teacher/coordinator with a minimum of 2-3 meetings annually.

Section 2. Written notices of each committee meeting and the agenda for that meeting will be prepared by the teacher/coordinator and distributed to members at least one week before the scheduled meeting.

Section 3. The agenda for the meeting shall be prepared by the chairperson and appropriate CTE teacher/coordinator.

Article V

Election of Officers

Section 1. The officers shall be a chairperson, vice chairperson, and secretary elected from the business, industry, and labor membership.

Section 2. The officers shall be elected annually by a majority vote of those present at the Spring/Summer meeting. A quorum must be present for the election to take place.

Section 3. The chairperson shall be elected from among those members who have served on the committee at least one (1) year except for the first chairperson elected under these By-Laws.

Article VI

Duties of Officers

Section 1. The duties of the chairperson shall be to:

- a. Preside at meetings of the advisory committee
- a. Appoint special committees which may include persons other than committee members
- b. Prepare the agenda items and materials needed for the meeting in cooperation with the teacher/coordinator and submit them to the secretary
- c. Break a tie vote

Section 2. The duties of the vice chairperson shall be to:

- a. Preside at the meetings of the advisory committee when the chairperson cannot be present or cannot preside
- b. Chair the annual Program Evaluation Sub-Committee

- Section 3. The duties of the elected secretary shall be to:
- a. Record minutes at all meetings (or verify minutes taken by the appointed secretary)
 - b. Distribute minutes to all committee members with the agenda for the next meeting
 - c. Assume responsibility for all requested correspondence of the committee
 - d. Keep records and attendance of members at meeting

Article VII
Sub-Committees
(Optional)

- Section 1. Standing Committees are those with responsibilities which are expected to continue from year-to-year, and which will need continuing effort. These include:
- a. The Program Evaluation Sub-Committee, headed by the Vice Chairperson of the Advisory Committee and including two other members. Membership needs to include a first, second, and third year committee member when possible.
 - b. The Public Relations Sub-Committee should include at least two members (co-chairs); if more members serve, then a chair needs to be selected by the teacher/coordinator.
 - c. The Bylaws Sub-Committee shall annually review the Bylaws and revise if needed. It shall be composed of at least two (2) members elected from the committee and the Chair who shall serve as chair for the sub-committee also. The teacher/coordinator shall serve as an ex-officio member with voting privileges.
- Section 2. Special Committees are those with specific tasks that are expected to be completed within a specified period of time.